

Summer 2010

EMPLOYEE: Open

TITLE: Communications Coordinator

DIVISION: Administration

SECTION: Alumni

STATUS: Part-time Temporary – 20 hours – *Available immediately*

SUPERVISOR: Executive Alumni Director
Assistant Alumni Director

SPECIAL SKILLS: Excellent interpersonal, verbal and written communications skills required. Must possess exceptional ability to initiate, implement and manage projects. Responsible for the design and layout of various alumni publications and graphics, ranging from publications to magazine to web-ready graphics. Graphic design experience, a plus.

PRINT PUBLICATIONS – 50%

- Develop total communications plan to include print, Web, electronic, and broadcast media.
- Serve as assistant publisher of the *FHSU Magazine*; write copy and in-depth feature stories as needed to ensure timely delivery of chief alumni communication tool
- Manage *FHSU Magazine* Editorial Board to produce magazine on time, within budget and to the highest possible standards of quality
- Direct overall annual development of magazine, assuming lead responsibility for the editorial depth and quality of publications/articles/layout
- Write copy, design or work with designers to produce and edit alumni publications, including brochures, invitations, operating manuals, reports, and other promotional literature

ELECTRONIC/WEB PAGE – 35%

- Develop, format and post items/information to the alumni website, www.goforthaysstate.com, via Association's content management system
- Design and write overall *FHSU-TigerTalk* electronic newsletter released monthly
- Work closely with University Relations office on design and information layout
- Explore other Internet sites for examples used to further FHSU electronic messaging

MISCELLANEOUS – 15%

- Develop sustained professional working relationship with media representatives
- Write and distribute press releases as needed
- Assist as needed with alumni projects and events
- And all other duties assigned by the Executive and Assistant Alumni Directors

QUALIFICATIONS

- Bachelors degree preferred with one year applicable experience
- Excellent oral and written communication skills, including editing and proofing
- Strong interpersonal skills and demonstrated ability to work in a team environment
- Must be organized to meet production deadline in a timely fashion
- Skilled in the use and management of various social networks and websites
- Proficiency in Microsoft Office, Adobe Photoshop, and InDesign software required
- Experience with web design software a plus
- Must possess exceptional ability to take initiative to implement and manage projects

TO APPLY: Submit letter of application, resume, and two references with contact information to:

FHSU Alumni Office
Robbins Center – One Tiger Place
Hays, KS 67601-6737
(785) 628-4430
1-888-351-3591
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E-mail: alumni@fhsu.edu